

2016
Broome County Youth Bureau
EZ 5K Form for Request for Proposals

The Broome County Youth Bureau is inviting proposals from not-for-profit organizations to provide services, opportunities and supports for youth under the age of 21 within our community. Successful applicants will be those that meet one or more of the priorities identified below. Programs will be funded for a two-year period contingent upon availability of state funds and legislative approval.

This proposal establishes one category for funding: requests of \$1 to \$5000 and another for requests above \$5,000. These forms are used for the \$1-\$5,000 requests.

The BC Youth Bureau anticipates allocating up to \$25,000 to fund a maximum of 10 projects using this shortened RFP form below. ***All organizations funded by the Youth Bureau are required to include the Youth Bureau Logo on all their public relations materials.***

Eligibility

Eligible applicants will be not-for-profit incorporated organizations able to deliver successful programming that meets the needs of youth as identified in this request for proposal.

Contract Process

Local agencies apply to Broome County for funds. The County subsequently enters into contract with the local agency. The County then applies to the NYS Office of Children and Family Services on behalf of agencies whose programs and requests have been recommended by the Youth Bureau and approved by the County Legislature.

Contractor Qualifications

- We strongly encourage the use of criminal background checks and child abuse clearances on any staff or volunteers having direct contact with program clients.
- Agency must be legally authorized to operate in NYS and have established administrative and program resources in Broome County.
- Does not discriminate against nor deny services to any person on the grounds of race, color, religion, sex, sexual orientation, national origin, age, disability, citizenship, political affiliation, or belief.
- Complies with the 1990 Americans with Disabilities Act (ADA) where applicable.
- Agrees to submit program data as required by the Youth Bureau on time.
- Demonstrates the ability to collect outcome data, which measures and evaluates program performance and success with clients.

Reimbursement

Agencies submit claims to the Youth Bureau for program expenses incurred during the reporting period.

Allowable Use of Funds

These funds are to be used for programs serving youth between the ages of 2 – 21 years.

2016
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EZ 5K Form for Request for Proposals

Continuation of Funding

Continued funding at any percentage or dollar amount shall not be automatic.

Youth Bureau Advisory Board Action

The Youth Bureau Advisory Board may take the following action regarding proposals: recommend, not recommend, or recommend as modified. In addition, Youth Bureau staff reserves the right to request that applicants revise program budgets based on available funding.

Appeals

In extenuating circumstances, appeal of the Youth Bureau Advisory Board recommendations may be made to the Deputy County Executive. Said review shall be completed within 10 (10) working days after applicant request. A written request for review of the Advisory Board recommendation shall be sent, within five (5) business days after receipt of the Board's action, to the Deputy County Executive with a copy sent to the Youth Bureau Director.

The Application Process

- Step #1 The completed application, both electronically and mailed portions, must be received by the Youth Bureau no later than 4pm on March 10, 2016.
- Step #2 The Youth Bureau Advisory Board Program Committee studies proposals and makes recommendations to the full advisory board.
- Step #3 The County Legislature reviews and votes on the funding recommendations.

Application Deadline

All proposals must be submitted to the Youth Bureau no later than 4pm on **Thursday March 10, 2016**. This refers to both electronic and mailed portions of the application package. There will be no exceptions.

- Page Numbers are required
- Incomplete applications will not be considered
- After final approval and revisions, an original and eight copies will be requested by each applicant
- After final approval and revisions, OCFS Form-3105 will be made available to qualified applicants

Inquiries

Additional inquiries concerning, this RFP should be made in writing to:

Art Garrison
Executive Director
Broome County Youth Bureau
60 Hawley Street
Binghamton, NY 13902

E-mail: agarrison@co.broome.ny.us
Phone: 778-2085

**2016
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EZ 5K Form for Request for Proposals**

COVER / SIGNATURE PAGE

(this page must include an original signature and be submitted by mail)

Name of Program: _____

Sponsoring Agency: _____

Agency Address: _____

Contact Person /Title: _____

Telephone Number: _____

Youth Development Requested Amount: _____ *

***Requests more than \$5,000 must use the Full Youth Bureau RFP Form**

Will you accept less than your request for this project? ____Yes ____No

If you won't accept less than your request, please explain why. If you will accept less than requested, please describe specifically how your project would be modified and at what point you would be unable to administer the program due to inadequate funding.

I certify that the information presented in this proposal is true and correct and that all projected costs are reasonable and necessary for the operation of the proposed services and not a duplication of funds already available or which will be available from other funds.

Signature of the Chief Executive Officer _____ **Date** _____

Applicant Instructions: Please complete the following application.

2016
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Individual Program Application

Please check all the goal(s) and objective(s) that your program intends to address below using box at left of statement.

- ☐ Goal 1: All young people will have the awareness of and opportunities to become active members of their communities.
- ☐ Objective 1.1: 100% of Broome County High Schools offer their students the opportunity for civic engagement.
- ☐ Objective 1.2: Increase the number of non-school sponsored opportunities for civic engagement.
- ☐ Objective 1.3: All young people are aware of the civic engagement opportunities through school and non-school sponsors.
- ☐ Goal 2: Our community will provide children, youth and families with healthy, safe and thriving environments to help them meet their needs.
- ☐ Objective 2.1: Organizations within Broome County will have the resources and support they need to provide a healthy and thriving environment.
- ☐ Goal 3: Children and youth will have the opportunity to participate in programs that support a healthy lifestyle.
- ☐ Objective 3.1: Organizations in Broome County will have the resources and support they need to provide programming that promotes a healthy lifestyle.
- ☐ Goal 4: Families will have the awareness of and access to resources to provide children with safe, stable and nurturing environments.
- ☐ Objective 4.1: All families will be aware of the resources available to provide children with safe, stable and nurturing environments.
- ☐ Goal 5: Youth will be prepared for their eventual self-sufficiency.
- ☐ Objective 5.1: All youth in Broome County will be either participating in higher education or be employed by the age of 21.

Please check each month/days & time your program is operating:

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Times: _____

2016
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EZ 5K Form for Request for Proposals

Agency - Program Profile

Projected Total Program Enrollment		Projected Daily Attendance			
Program Summary: (Max 100 words)					
Program Sites:	Address	Assembly Dist. No.	NYS Senate Dist. No.	Local Planning Board	City Council District
Type					
Gender of Program Participants: (Enter number participants per gender) MALE _____ FEMALE _____					
ETHNICITY: (Enter number of participants per ethnic group)	WHITE _____ BLACK OR AFRICAN AMERICAN _____ HISPANIC OR LATINO _____ AMERICAN INDIAN OR ALASKAN NATIVE _____ ASIAN _____ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER _____ TWO OR MORE RACES _____				
AGES 0 – 4 _____ 5 – 9 _____ 10 – 14 _____ 15 – 17 _____ 18 – 20 _____ 21+ _____					
IS TARGET POPULATION SERVING DISCONNECTED YOUTH: <input type="checkbox"/> No <input type="checkbox"/> Yes (Enter number of participants per population described)					
IF “YES”, Youth aging out of foster care _____ Children of incarcerated parents _____					
Youth in the juvenile justice system who re-enter the community _____ Runaway and Homeless Youth _____					
Please describe (in 100 words max per feature) how the program for which you are requesting funding addresses each of the Features of Positive Youth Development settings below.					
Features of Youth Development Settings (School, Home and Community)			Please describe how the program for which you are requesting funding addresses each of the Features of Positive Youth Development settings.		
Physical & Psychological Safety Safe and health-promoting facilities; practices that increase safe peer group interaction and decrease unsafe or confrontational peer interactions.					

2016
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EZ 5K Form for Request for Proposals

<p>Appropriate Structure Limit setting; clear and consistent rules and expectations; firm enough control; continuity and predictability; clear boundaries, and age appropriate monitoring.</p>	
<p>Supportive Relationship Warmth, closeness; connectedness; good communication; caring; support; guidance; secure attachment, and responsiveness.</p>	
<p>Opportunities to Belong Opportunities for meaningful inclusion, regardless of one's gender, ethnicity, sexual orientation, or disabilities; social inclusion, social engagement, and integration; opportunities for socio-cultural identity formation; and support for cultural and bicultural competence.</p>	
<p>Positive Social Norms Rules of behavior, expectations, injunctions, ways of doing things, values and morals, and obligations for service.</p>	
<p>Support for Efficacy & Mattering Youth-based; empowerment practices that support autonomy; making a real difference in one's community, and being taken seriously. Practices that include enabling, responsibility granting, and meaningful challenge. Practices that focus on improvement rather than on relative current performance levels.</p>	

2016
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<p>Opportunities for Skill Building Opportunities to learn physical, intellectual, psychological, emotional, and social skills; exposure to intentional learning experiences, opportunities to learn cultural literacy, media literacy, communication skills and good habits of mind; preparation for adult employment, and opportunities to develop social and cultural capital.</p>	
<p>Integration of Family, School & Community Efforts Concordance; coordination and synergy among family, school and community.</p>	
<p>Monitoring is defined as a systematic review of a funded program based upon the requirements of a contract, rules, regulations, policies, and/or State and Local Laws. It identifies the degree to which a program or operation accomplishes the activities specified in a contract/application and how it complies with requirements. Describe your process to be used to monitor on a regular basis. Include who will be responsible, frequency, and documentation of monitoring activities.</p>	
<p>Evaluation Methods is the process to determine the value of amount of success in achieving a pre-determined program or operational goal. Evaluations can identify program strengths and weaknesses to improve the program. Evaluations can verify if the program is really running as originally planned. Describe the process to be used to evaluate the attainment of the objectives. Include what will be measured, who will conduct the evaluation, when it will be conducted, and how results will be used.</p>	

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Program Information		
Program Title:	QYDS ID# (For County Use Only):	Program Year
Funding Information		
Funding Category: <input type="checkbox"/> Youth Development Funding <input type="checkbox"/> RHYA-Part 1 <input type="checkbox"/> RHYA-Part II		
Fund Amounts		
Total Program Amount:	OCFS Funds Requested:	
Amount Allocated:	60% State Aid (RHYA Programs Only)	% Tax Match
	% Agency Cash:	% In Kind
Agency Information		
Agency Website		
Mailing Address (Street)		
City:	State:	Zip Code:
Executive Director (ED)		
ED E-Mail		
ED Phone Number		
Contact Person (CP)		
CP E-Mail		
Agency – Program Profile		
Amount of funding requested		
Does your program share resources with another agency or organization?		
Projected Total Program Enrollment		
Projected Daily Attendance		
Program Summary (max 100 words)		

2016
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EZ 5K Form for Request for Proposals

Need or priority you are addressing	

Outcomes (Sample)

Goal #1	Engage youth in program
Measured Outcome	Attendance in program
Goal #2	Youth learns positive behaviors
Measured Outcome	Staff observe shift in attitude of youth

Client Satisfaction

Youth engage in program, learn positive behaviors, satisfied with program
Survey Results (90%)

Monitoring and Evaluation

Monitoring: Submit the above outcome information along with case vignette's and other program success at the end of the program to Broome County Youth Bureau Executive Director, Art Garrison. Recipients who receive funding agree to host an on-site visit to share program goals and outcomes from YB Advisory Board Committee Members.

Evaluation: Submit the Satisfaction results from survey supplied at the end of the program to the Broome County Youth Bureau Executive Director, Art Garrison.